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**STATISTICS PERTINENT TO ABOLISHMENT OF
INFORMATION CONTROL SECTION**

I. Present Allocation of Manpower, by Function

<i>for</i> MAP LIBRARY	<u>Man-years</u>
1. Supervision	.17
2. Assistance ^{to} in Reference Branch ^{use} of hard copy intelligence logs to satisfy requests based on report reference only	.02
3. Daily handling of map materials and related items for reproduction	.25
4. Processing of D/GC maps for file in D/GL(weekly)	.07
5. Management of Domestic Registry - control of D/GL, GO, etc, maps and related items transmitted to other units and agencies	.70
6. Log of map materials procured from and returned to outside agencies	.50
7. Servicing of document and correspondence flow associated with Geographic Attache Program	1.0
8. Servicing of D/GL translation and transcription requests laid on FDD	.01
9. Screening and routing of documents to D/GL	.30
10. Preparation of forms for procurement of hard copy intelligence and enclosures	.05
11. Routine control of borrowed items (<i>non-map</i>)	.05
TOTAL	3.12

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for GEOGRAPHIC AREA, LESS MAP LIBRARY

	<u>Man-years</u>
1. Supervision	.06
2. Screening and routing of hard copy intelligence	1.00
3. Preparation of forms for procurement of hard copy intelligence and enclosures	.05
4. Routing control of borrowed items	.05
5. Preparation of forms for subscriptions and purchases	.05
6. Management of inter-library loan channel between CIA and AMS (books and intelligence documents)	.07
7. Miscellaneous services	.10
a. Inform OCR Reading Panel of changes in Ch/G requirements.	
b. Publicize/ CIA Library changes for analysts.	
c. Alert analysts to new materials,	
d. Bird-dog hard-to-locate and priority requirement materials.	
e. Handle some documentary material for which reproduction is required.	
f. General coordination with OCR	
 TOTAL	 <u>1.38</u>
GRAND TOTAL	4.50

II. Functions Transferable to ORR Reading Panel

<u>MAP LIBRARY</u>	<u>Man-years</u>
2	.02
9	.30
11	<u>.05</u>
TOTAL	.37

GEOGRAPHIC AREA, LESS MAP LIBRARY

1	.06
2	1.00
4	.05
6	.07
7	<u>.10</u>
TOTAL	<u>1.28</u>
GRAND TOTAL	1.65

III. Functions Transferable to Geography Division, D/GC and D/GP

3	.05
5	<u>.05</u>
	Total .10

IV. Functions Assumed by Map Library

1	.17
3	.25
4	.07
5	.70
6	.50
7	1.00
8	.01
10	<u>.05</u>
TOTAL	2.75

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V. Preliminary Facts on OCR Reading Panel

1. Has 7 readers, 4 senior and 3 junior.
 2. Each senior reader handles all requirements for one E Area division; but reading is done across the board by all.
 3. Junior readers are free floating assistants at present, but Banks is thinking of assigning them similar duties -- e.g., read for St/FM
 4. G. Area is handled presently by one of the senior readers in addition to her E Area division responsibility.
 5. Routing is done to branch and individual-analyst level, same as
- 25X1A9a [REDACTED]
6. None of the readers has an economics background, or any other particular one; [REDACTED] concerned most with high intelligence, alertness, and initiative.
 7. Do not bird-dog except by keeping eyes peeled, or calling OCR for specific, known reports. (St/I comes in here somewhat.)

25X1A9a

25X1A9a

VI. Evaluation of Transfer of Functions from Another Standpoint

- A. Certain of the functions transferred to OCR Reading Panel duplicate its facilities and thus represent manpower savings.

Man-years

Supervision

.06

Routing control of borrowed items for G. Area, less D/GH.

.05

Routing control of borrowed items for D/GH.

.05

.11

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25X1A9a

B. [REDACTED] already has 1.5 manyears assigned to routing material to the Geographic Area--this is duplicative of Information Control Staff.

C. The total of these savings equals .66 manyears.

D. .10 of one man year is already shown to be transferable to the divisions; this makes a total of saving of .76 man years.

E. Presuming that the .17 man years shown as the requirement for supervision of work associated with D/GL is absorbable within the existing D/GL supervisory structure, the total saving becomes .93 man years.

F. If elements of the existing D/GL structure work smoothly, it may be anticipated that the remaining .07 is also absorbable; the Geographic Area has thus saved one complete slot.

G. The resultant man year transfers would then be:

to ORR Reading Panel	1 man-year
to D/GL	2.5 man-years
justified to Management Staff for another assignment in G Area	1 man-year

VII. Effect of Abolishment on Courier System

No change in manpower requirements. Courier substitutes ORR Reading Panel for Information Control Section as a main stop.

VIII. Effect of Abolishment on ORR Reading Panel Operations

Because the Senior Readers scan materials on an across-the-board basis, it would be prudent for each division to deliver a briefing lecture which clarifies and explains its reading requirements as presently available in documentary form.

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IX. Alternative to Abolishment

Make no changes. Considerations here are that a new chief could do no worse -- possibly better -- than wholly new set-up in ORR Reading Panel; that no staff studies, with their attendant risks, are necessary; that morale of incumbent personnel is better; and that analysts serviced have no initial upsets.

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